



Is There A Need For A Smoking Policy?

It is sound business practice. A Policy ensures that all parties - employers, non-smokers, smokers and the public - have a clear understanding of their rights and obligations, that the workplace complies with relevant legislation and lastly it helps the employer to handle this issue in a way that minimises any negative impacts a policy might have.

A Smoking Policy Template

The following is a suggested model for a policy, we would encourage all employers to adapt and change the content to suit their situation.

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of [INSERT NAME OF BUSINESS] that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy shall come into effect on [DATE] and be reviewed on [DATE] by [NAME]. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles.

This policy applies to all employees, consultants, contractors, customers or members and visitors. [IF THERE ARE EXTERNAL AREAS WHERE EMPLOYEES AND CUSTOMERS CAN SMOKE, THESE SHOULD COMPLY WITH THE LAW AND CAN BE OUTLINED HERE]

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11

Implementation

Overall responsibility for policy implementation and review rests with [NAME (the manager or person in control of the premises)]. All staff are obliged to adhere to, and facilitate the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Provision for smokers

Research shows that smoke-free workplaces help smokers to give up or reduce the amount they smoke, however some people will still want to smoke during working hours and many will find it very difficult to cut down or stop. Each organisation will deal with this issue differently depending on the culture and the nature of the work. However, from summer 2007, no smoking can take place at all inside an enclosed building, so any permitted smoking area will have to be outside. Employers and staff should discuss and negotiate sensible arrangements for staff who want to smoke. Provision will have to be made for ash and cigarette ends. If smoking is permitted outside in designated areas, consideration will need to be given to how often and for how long smokers may take breaks.

Help to stop smoking

The NHS offer the following free services to help smokers give up:

Local NHS Stop Smoking Services -you are four times more likely to give up smoking with the support of your local NHS Stop Smoking Service and nicotine gum and patches. Call The NHS Smoking Helpline on 0800 169 0 169 to find your local service or text 'give up' and your full post code to 88088.

The NHS Smoking Helpline -you can speak to a specialist adviser or request resources by calling 0800 1690 169 (lines are open daily from 7am to 11pm).

www.gosmokefree.co.uk -an online resource for all the advice, information and support you need to stop and stay stopped. Together -This support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline on 0800 169 0 169 or visit www.gosmokefree.co.uk.